



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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GOVERNOR

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COMMISSIONER OF ADMINISTRATION

July 10, 2003

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2004-01

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: Changes to Credit Union Deductions on Employees with Federal Tax Levies

In order to comply with the Office of State Uniform Payroll (OSUP) policy on credit union deductions, OSUP Memorandum #2003-67, agencies making changes to employee credit union deductions and bank details must first review infotype 194 to determine if the employee has an active federal tax levy. If the employee has a "before levy" credit union deduction and an active federal tax levy, changing the credit union from deduction to an EFT payment may result in the employee receiving a significantly lower net on his payroll payment. **In order to avoid this underpayment, OSUP must be notified by the agency if an employee has an active federal tax levy prior to making any changes to the employee's credit union deduction and bank details in ISIS HR.**

The agency will be notified of the appropriate system entries after OSUP has reviewed the employee's records. **OSUP cannot refund federal tax levy withholdings to the employee once the payment process has been completed.**

If you have any questions concerning this matter, please contact a member of the OSUP Garnishment Administration Unit at (225) 342-5332.

JWC:CS:kmb